

Contract Reassignment Request

Date: [Insert Date]

To: [Recipient's Name]

Title: [Recipient's Title]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

I am writing to formally request a reassignment of the contract related to [brief description of the contract]. Due to [reason for reassignment], I believe that a reassignment would be beneficial for both parties.

Details of the current contract:

- Contract Number: [Insert Contract Number]
- Original Assignee: [Insert Original Assignee]
- Current Status: [Insert Current Status]

I propose that [New Assignee's Name] take over the responsibilities outlined in the contract. They have the necessary qualifications and experience to ensure a smooth transition and continued success of the project.

Please let me know if you require any further information or if there are forms that need to be filled out to facilitate this process. I appreciate your attention to this matter and hope to resolve it promptly.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]